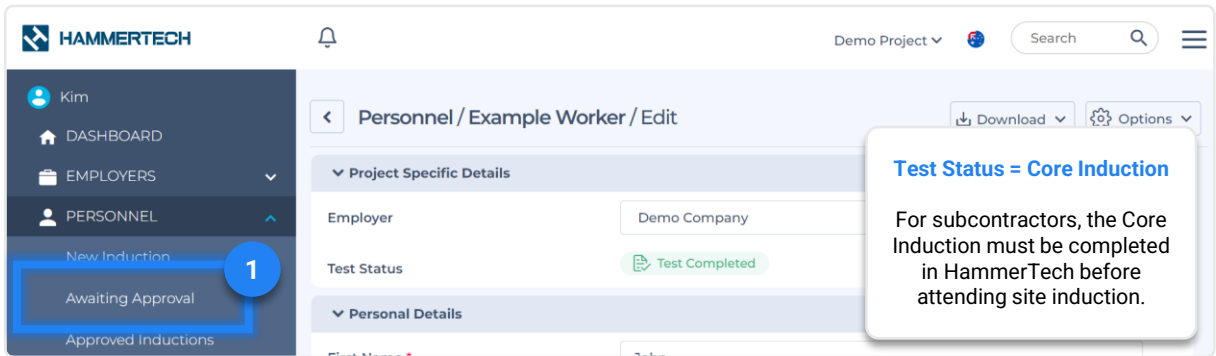


HOW TO APPROVE INDUCTED WORKER

- 1 Select **Personnel** > **Awaiting Approval** > select the relevant worker.



- 2 Select **View Additional Confidential Data** to review licence details.

- 3 Assign relevant **SWMS** > select **Assign and capture signature now**.

- 4 Option for worker to sign induction and SWMS **on device** or **via SMS**.

- 5 Once worker has sat the **Site Induction** > Select **Approve Induction** to approve worker > ensure worker completes sign off actions.

